

STATE OF WISCONSIN  
DEPARTMENT OF HEALTH AND SOCIAL SERVICES  
DIVISION OF MANAGEMENT SERVICES  
BUREAU OF FISCAL SERVICES

ACCOUNTING PROCEDURE

TOPIC: Cash and Check Handling 4.0	EFFECTIVE DATE: 11/26/90
TITLE: Rush Checks	REVISION DATE: 9/9/94
AUTHORIZED BY: Cheryl Thompson, Deputy Director	PAGE 1 OF 8

**BACKGROUND**

Rush payments are requested for a variety of reasons. Often circumstances outside of the control of the department require rapid check preparation. However, other situations are under the department's control, such as a failure to act timely to a specific situation. The rush payment process often bypasses internal controls increasing the risk of errors. The cost of processing rush payments may be extremely high. It is, of course, impossible to eliminate all rush payments. However, those rush payments which occur because of system or administrative failure should be reduced as those situations are identified and corrected.

**POLICY**

There shall be increased scrutiny of requests for rush checks. Every effort should be made to pay promptly using normal payment processes, thereby reducing the number of rush checks requested. This bulletin identifies the requirements and the procedures by which the Department will approve and process requests for rush payments.

**PROCEDURES**

Requests for rush payments fall into three categories:

- **Rush check processing requests for payments made through the CARS system;**
- **Routine rush check processing not on CARS;**
- **Non-routine non-CARS rush check processing.**

Each category is addressed below identifying the requirements and the process by which such requests will be handled.

In general, all requests for rush payments other than the specified routine rushes will be approved by the Assistant Director, Bureau of Fiscal Services. These requests will be supported by written justification, except as indicated in this procedure for specified routine rushes.

## **CARS RUSH CHECKS**

Listed below are some of the general procedural requirements for CARS contracts and payment processing which affect when checks are written. If these requirements are met, the number of special CARS rush check processing requests may be reduced. Additional information on cutoffs, deadlines and check dates is available from the BFS-CARS Unit.

### **Contracts**

Signed Non-Consolidated State/County contracts for a new calendar year must be received by the CARS Unit no later than the last working day of November, if payment is to be made by January 1. Consolidated State/County contract schedules must be submitted by the first working day of November. (These and other contract schedules will be accepted in lieu of signed contracts only with prior approval by the Director, Bureau of Fiscal Services.) A signed contract or addendum must be in the CARS unit prior to release of a check.

For contracts with a period beginning other than January 1, the signed contract must be received by the CARS Unit no later than the fifth of the month prior to the start of the contract. If the fifth day of the month occurs on a weekend or legal holiday, the due date is the next prior business day.

### **Other Supporting Documentation**

In addition to the signed contracts and expenditure reports, all of the documents indicated below must have been submitted and added to the systems affected prior to the processing of any checks.

- a. Profiles. Profiles must have been previously setup and submitted to the CARS Unit.
- b. Budgets. Budgets must have been set up and loaded into FMS.
- c. Vendor Setups. Vendor setups must have been previously submitted to Bureau of Fiscal Services (BFS).

### **Procedures For Requesting Exceptions To Normal Check Processing For CARS**

Although approvals may be granted to expedite payments and suspend controls, extraordinary justification is needed for the Department to incur the extra risk and the cost. Contract and expense reporting delays due to general "administrative delays" (such as late starts in the negotiations, paper work delay, contract transmittal time) are the responsibility of the program unit developing the contract. Delays in payment for these reasons should not be communicated to the providers as payment processing problems.

- a. All requests for rush check processing for CARS vendors will be made on form DMS-857 (Attachment 1). This form will include written justification, be signed by the requesting Division

Administrator and submitted to the Chief of the Processing Section, Bureau of Fiscal Services.

The CARS Unit, Processing Section will review the request and will recommend approval or rejection of the request to the Assistant Director, BFS. The Assistant Director will review the recommendation and the request. Disapproved requests shall be forwarded to the DMS Administrator for concurrence prior to being returned to the requesting division.

Approved forms will be sent to the CARS Unit, Processing Unit, and denials will be returned to the requesting division.

- b. After receiving the approved request for rush processing, the CARS Unit will identify the necessary information for processing the request into the CARS system and prepare the necessary Data Entry Documents, (DMS-138 and DOA Form AD-A-6). Any non-routine CARS processing costs will be billed directly to the requesting program division. Divisions shall provide a journal voucher to the CARS Unit with the accounting information for charging the costs appropriately. The CARS Unit shall fill in the cost of the run, process the journal voucher and return a copy to the program division.
- c. The DOA AD-A-6 will have a copy of the approvals and justifications attached. The AD-A-6 will indicate in the description field that this is a CARS payment. In the upper right area of the description field, the CARS Unit will write in RED the statement **"Next Day Checks."**
- d. Approved rush vouchers will be submitted to the Chief of Institution and Administrative Accounting for review and processing.
- e. On January 15, April 15, July 15 and October 15, the CARS Unit will prepare a report, by division, of special CARS runs requested. This report should include summarized information by division and reason for the special run requests.

#### **ROUTINE RUSH PAYMENTS**

Routine rush payments not requiring approval by the Assistant Director, BFS are as follows:

- \* Travel Advance requests
- \* Registrations for meeting, conventions, and training
- Utility payments (not telephone)
- Invoices for payment with discounts and early due dates  
(cash discounts must exceed cost of processing, currently  
deemed to be about \$10.00)
- Postage
- AFDC lost checks
- Settlements and judgments
- State Claim Board actions

Payments to comply with the terms contained in contractor purchase order (e.g. pharmaceutical contract)  
Workers Compensation vouchers

- \* Requires justification for rush processing.

The Chief of the Institution and Administrative Accounting Section, Bureau of Fiscal Services, has approval authority for all routine rush payments identified above.

#### **Processing Procedures**

1. All routine rush requests will be submitted using form DMS-858 (Attachment 2). All required documents, (invoice, vouchers, FMS data entry documents, if appropriate), will be prepared by the requesting division and attached to this form.
2. Routine rush payments are processed as "Next Day Check Processing" vouchers. The requesting organization will prepare DOA Form AD-A-6. The phrase "RUSH" must appear Written in Red in the upper right corner of the "For" (Description) section of Voucher Form AD-A-6. An FMS Invoice Document (DMS 138) using voucher suffix IM will be prepared (not entered) by the requesting organization. If rush approval is not granted, the voucher number suffix shall be changed to IN, and the voucher processed as a normal document.

Note. All "Rush" check requests must be sent to and approved by Chief of Institution and Administrative Accounting Section, BFS as the last step in the rush check approval process.

#### **NON-ROUTINE RUSH REQUESTS (EXCEPT CARS)**

1. All other rush requests will be submitted using form DMS-858 (Attachment 2). All required documents (invoice, vouchers, FMS data entry documents, if appropriate), will be prepared by the requesting division and attached to this form.
2. DOA Form AD-A-6 will be prepared by the requesting organization for submission to DOA. The phrase "RUSH" will be Written in Red in the upper right corner of the "For" (Description) section of the Voucher Form AD-A-6. Also an FMS Invoice Document (DMS-138), using voucher suffix IM, will be prepared (not entered) by the requesting organization. If the rush processing is denied, the voucher number suffix will be changed to IN and processed as a normal document.
3. All non-routine requests will be requested or approved by the Administrator of the requesting division and sent to the Assistant Director, BFS together with adequate written justification. The Assistant Director, BFS will forward approved requests to the Chief of the Institution and Administrative Accounting Section or return the denied requests to the requesting division.

**ATTACHMENTS**

- 1 Request for CARS Run (DMS-857)
- 2 Request for Non-CARS Rush Check (DMS-858)

**CONTACT PERSON**

Amy McDowell, Chief  
Program & Federal Accounting Section  
(608) 266-2708

SUBMIT APPROVED FORM TO:

CARS Unit Processing Section  
Bureau of Fiscal Services  
Division of Management Services  
1 West Wilson Street, Room 750

REQUEST FOR SPECIAL CARS RUN

Request Date

Name of Person Initiating Request

Employing Unit

Phone Number

Please Describe your Request.

What is the Justification?

I authorize the Bureau of Fiscal Services,  
Division of Management Services to directly  
bill the account indicated below.

Requesting Division Administrator Signature

Date Signed

☐ Approved

Assistant Director, BFS

Date Signed

☐ Denied

BILLING INFORMATION:

Check the appropriate box below:

- ☐ DIVISION OF HEALTH (435974570,01)  
☐ DIVISION OF YOUTH SERVICES (435974570,03)  
☐ DIVISION OF COMMUNITY SERVICES (435974570,06)  
☐ DIVISION OF ECONOMIC SUPPORT (435974570,07)  
☐ REGULAR RUN (435974590,01)  
☐ CORRECTIONS RUN (435974570,09)  
☐ OTHER - SPECIFY \_\_\_\_\_

CARS Unit Approval

Date Signed

ENTER: HSSCARSP. EXPENSE. PARMS as specified below:

01	Parm-List	
05	Parm-Contract-Start-Dt	Pic X (10). _____
05	Filler	Pic X. _____
05	Parm-Expense-Start-Date	Pic X(10). _____
05	Filler	Pic X. _____
05	Parm-Expense-End-Date.	Pic X(10). _____
05	Filler	Pic X. _____
05	Parm-Payment-Date	Pic X(10). _____
05	Filler	Pic X. _____
05	Parm-Voucher-Number	Pic 9(6). _____
05	Parm-Voucher-Suffix	Pic X. _____
05	Filler	Pic X. _____
05	Parm-Agency-Number-Lo	Pic 9(10). _____
05	Filler	Pic X. _____
05	Parm-Agency-Number-Hi	Pic 9(10). _____
05	Filler	Pic X. _____
05	Parm-Agency-Type-Code-Lo	Pic 99. _____
05	Filler	Pic X. _____
05	Parm-Agency-Type-Code-Hi	Pic 99. _____
05	Filler	Pic X. _____
05	Parm-Profile-ID-Lo	Pic 9(6). _____
05	Filler	Pic X. _____
05	Parm-Profile-ID-Hi	Pic 9(6). _____
05	Filler	Pic X. _____
05	Parm-Advance-Start-Date	Pic X(10). _____
05	Filler	Pic X. _____
05	Parm-Advance-End-Date	Pic X(10). _____

UNIT=SYSDA  
 VOL=SER=IBMD9F  
 SPACE=(TRK,(1,1))  
 DCB=(LRECL=115,DSORG=PS,RECFM=FB,BLKSIZE=8970)

Date Run Completed	Completed By:

PAYEE LIST: ☐ Municipal ☐ Non-MunicipalDOWNLOAD FOR VOUCHER: ☐

	Paper	Fiche
AGENCY 603		
STATE TOTALS		

	Paper	Fiche
TREASURER'S LETTER	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
TRANSMITTAL LETTER	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

**REQUEST FOR RUSH CHECKS**  
**NON CARS APPLICATION**

REQUEST TYPE: (Check One)

- ☐ Routine Rush Payment (complete form and forward to General Accounting)
- |   |  |
|---|--|
| <input type="checkbox"/> *Travel Advance Request          | <input type="checkbox"/> *Registrations for Meeting, Conventions, and Training |
| <input type="checkbox"/> Utility Payments (Not Telephone) | <input type="checkbox"/> Cash Discount (Enter amount of discount _____)        |
| <input type="checkbox"/> Postage                          | <input type="checkbox"/> AFDC Lost Check                                       |
| <input type="checkbox"/> Settlement/Judgement             | <input type="checkbox"/> State Claims Board Action                             |
| <input type="checkbox"/> To Comply with Term of Purchase  | <input type="checkbox"/> Prescription Drug Payment                             |
| <input type="checkbox"/> Other: (Specify) _____           |  |
- ☐ \*Non-Routine Rush Payment (complete form and forward to the Assistant Bureau Director)

\*Requires Written Justification below.

JUSTIFICATION: Complete for Travel Advance Requests, Registrations and Non-Routine Rush Payment Requests.  
(briefly explain why rush processing is required.)

Contact Person for questions about this request	Title/Location	Phone Number
<b>ACTION</b>	<b>APPROVALS</b>	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Requesting Division Administrator Signature	Date
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Assistant Director, BFS	Date
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Chief, Institution and Administrative Accounting	Date
SEE INSTRUCTIONS ON REVERSE		

(back side)

**INSTRUCTIONS FOR COMPLETING 'REQUEST FOR RUSH CHECK - NON CARS APPLICATIONS**

**GENERAL:** This form should be prepared for each rush check requested by any organization of the Department of Health and Social Services, except for payments processed through the CARS system. The invoice, Voucher AD-A-6, and DMS-138 Invoice/Credit Memo form (if appropriate) shall be attached to this form.

**REQUEST TYPE:** Check either Routine or Non-Routine rush payment request.  
If Routine is checked, also put a check in the box which indicates the type or routine request.  
If Non-Routine is checked, all sections of the form are to be completed.

**JUSTIFICATION:** All Request Types indicated by an Asterisk (\*) are required to have a written justification. The justification must include the following information, at minimum.

- If the payment request is late, why?
- Explain the urgency which prevents the payment from being processed through normal payment cycle.
- What are the consequences if the rush payment is not approved?
- Other information pertinent to the request.

**CONTACT PERSON:** Enter the name, organization and phone number of the person requesting the rush payment or that of a knowledgeable staff person who can respond to questions regarding the rush check request.

**ACTION/APPROVALS:** The Administrator of the requesting organization shall sign all Non-Routine requests.  
The Assistant Director, BFS shall sign all Non-Routine requests only.  
The Chief, Institution and Administrative Accounting Section, BFS shall review and approve all routine requests.